



SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT



DO NOT USE FOR

* Contractor
vehicle permit

OR

* Single Day
Temporary Parking
Restriction
Request

DIRECTIONS

Step One:

- If this request involves closing a street
Contact Lafayette Police – Special Operations Division / 765-807-1293
- If this request involves renting the Big Four Depot - Community Room,
Riehle Plaza, or John T. Myers Pedestrian Bridge
Contact Facilities Department for availability / 765-807-1323

Step Two:

- Complete and submit this application to Lafayette Clerk's Office
City Hall, 2nd floor, 20 N 6th Street, Lafayette, IN / 765-807-1021

User Information

Date of Event: JUNE 28, 2022 Time: From: 11:00 am/pm to: 2:00 am/pm
Name: BARRY RICHARD Organization: LYN TREE BOYS AND GIRLS CLUB
Street Address: 1529 N. 10TH ST.
City: LAFAYETTE State: IN. Zip Code: 47904
Contact person(s): BARRY RICHARD Phone Number(s): 765.532.6211
Email: barry.richard@bgclub.lafayette.in.us
Event Description: OPEN HOUSE 50 yr CELEBRATION
Caterer: TBD Caterer's Phone Number: _____

This event will utilize the following venues (check all that apply):

- ☐ Big 4 Depot - Community Room ☐ Riehle Plaza ☐ John T. Myers Bridge
☐ City Right-of-way ☒ City Street ☐ Sidewalk ☐ Other FRONT OF BGC
1529 N. 10TH ST.

This event will include the following elements (check all that apply):

- Estimated Attendance: 200 ☐ Private Trash Hauler (must be removed by 8am following day)
☒ Street/Sidewalk/Right-of-way restriction or closure ☐ Food or Beverages
☐ Restroom Facilities (required for events 4+ hours) ☐ Tents/Canopies
☐ Alcohol (security is required) ☐ Security (required when serving alcohol)
Not sure if you need an A&E Permit? Go to:
☐ Amusement & Entertainment Permit # _____ <http://www.in.gov/dhs/2795.htm>
☐ Stage ☐ Fireworks ☐ Outdoor cooker/grill ☐ Other _____

Optional Equipment & Services:

- ☒ Traffic Control: barricades, **No Parking** signs, water barriers, **Road Closed** Signs \$25
- ☐ City Equipment: Trash totes, other \$25

Timetable (Minimum # of days. Advanced planning is encouraged; sequence remains the same)

	0	7 days	14 days	21 days			42 days
	Pre-planning		Notices	Event Preparation			Event
Begin	1st week	2nd week	3rd week	4th week	5th week	6th week	
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval			Date of Event

Application submittal checklist

- ☒ Application
- ☐ Pre-event meeting (if required)
- ☒ Good Neighbor letter to neighboring properties (**send or deliver to neighbors 7 days prior to Board of Works hearing**)
not needed
- ☒ Letter of request to Board of Works (omit if only using Big Four Depot community room)
- ☐ Receipt – payment made to City of Lafayette
- Damage Deposit: \$ _____ (required only when renting Depot)
 - Permit Fee: \$ 25 (fee waived when renting Depot)
 - Rental Fee: \$ _____
 - Equipment & Services: \$ 25 (optional)
- ☐ Certificate of Insurance *coming*
- ☐ Amusement & Entertainment Permit # _____
- Not sure if you need an A&E Permit? Want more information? Go to:
<http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**
- ☐ Traffic Control / Public Safety / Emergency Plan
- ☒ User Agreement
- ☒ Board of Public Works and Safety meeting (if required)

USER AGREEMENT:

INDEMNIFICATION AND RELEASE. In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, its officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefrom, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"

By: _____

Date: _____

"User"

By: 
Signature

Printed: BARRY RICHARDS

Date: 4.25.22

The Positive Place For Kids



**LYN TREECE
BOYS & GIRLS CLUB
OF TIPPECANOE COUNTY**

1529 North 10th Street
Lafayette, IN 47904
765-742-2991
mail@bgclub.lafayette.in.us
Executive Director
BARRY RICHARD
barryrichard@bgclub.lafayette.in.us
765-532-6211

Beck Lane Unit
211 Beck Lane
Lafayette, IN 7905
765-471-1973

becklane@bgclub.lafayette.in.us

April 2022

Board of Works ,

Our organization (Lyn Treece Boys and Girls Club of Tippecanoe County) located at 1529 N. 10th street is planning a 50 Year Celebration Open House Event on June 28th (Tuesday) from 11am – 2pm. This Open House will be at 1529 N. 10th street . We are planning on activities outdoors and in particular directly across the street from our facility, this would be on the west side of 1500 block of N. 10th street. Thus we would like to close the street from Fulton street to Ball street for safety reasons as the children will be going back and forth from the building to the activity area. It should be noted that there is very little traffic in this area, there would also be easy accessible routes for emergency vehicles around this area if needed. The apartment building would not have any restrictions as their drive would not be affected.

I would like to THANK the Board of Works for their consideration for this request. Please accept our invitation to attend this Open House to get to know our organization better and learn how our work with the youth is making a huge positive impact in our community.

Have a great day,

Barry

N. 12TH ST.

OPEN HOUSE

JUNE 28, 2022

11:00 AM - 2:00 PM

ALLEY

ECLIFTON ST.

BALL ST.

BGC

1529 N. 10TH

VACANT
OPEN
FIELD
(NO RESIDENCES)

1500 BLK.
N. 10TH ST.

REQUESTED CLOSURE

AREA

OPEN "VACANT" FIELD
AREA FOR ACTIVITIES

DRIVE

APT.
BLDG.

GREENBUSH ST.



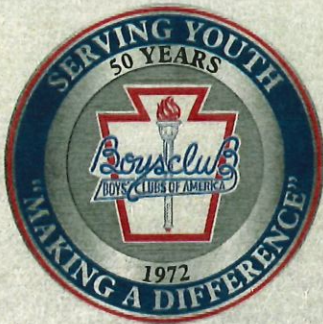
**LYN TREECE
BOYS & GIRLS CLUB
OF TIPPECANOE COUNTY**

1529 N. 10th St.

**50 YEAR CELEBRATION
OPEN HOUSE**

**11:00 AM - 2:00 PM
Tuesday, June 28th**

LUNCH — GAMES — TOURS



**50
YEARS!**



**1972 - 2022
"MAKING A DIFFERENCE"**

MISCELLANEOUS PAYMENT RECPT#: 3214872
City of Lafayette, IN
20 N 6th St
Lafayette IN 47901

DATE: 05/06/22
CLERK: sscott
CUSTOMER#: 999
MISC CUSTOMER
COMMENT: BARRY RICHARD

TIME: 09:29
DEPT:

CHARGES:		
APG1	APPLICATION FEE	25.00
BARR	BARRICADE RENTA	25.00
AMOUNT PAID:	50.00	

PAID BY: BOYS AND GIRLS CLUB
PAYMENT METH: CHECK
6198

REFERENCE:

AMT TENDERED:	50.00
AMT APPLIED:	50.00
CHANGE:	.00